

BSU Staff Council
Minutes Meeting # 7
Thursday, February 16, 2017
1:15 pm
Student Center, 301-02

- I. Call to Order
- II. Speaker: N/A
- III. Roll Call
 - Present:** Susan Bourne, Chris Caldwell, Bob Cope, Cindy Dillingham, Peggy Dixon, Adam Dungan, Christine Edgeman, Tamara Edwards, Andrew Fisher, Diane Frankland, Matt Gaither, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mead, Melissa Nagle, Sarah Newell, Kurt Noel, Melissa Perry, Angela Pickett, Christine Rhine, Nikki Sherfy, Cheryl Simpkins, Cheryl Veatch
 - Absent:** Cathy Cunningham, Jennifer Haney, Heather Melton, Robert Weller
 - Guests:** Gracie Reiff, Stephanie Dean
- IV. Approval of Minutes from 1/19/2017 Motion made by Diane Frankland and seconded by Melissa Perry. Motion passes.
- V. Committee Reports
 - a. Employee Relations – Angela Pickett-- No Report
 - b. Public Relations – Heather Melton – No Report
 - c. Elections – Chris Caldwell – No Report
 - d. Hospitality – Melissa Perry – We are in need of volunteers for the Employee Appreciation Dinner on April 14th.
 - e. Research – Christine Edgeman – No Report
 - f. Salary & Employee Benefits – Tamara Edwards – No Report
 - h. Angels for Life – Tori McClain – Wed Jan. 18th, 36 donation and 16 deferrals; Thurs Jan. 19th, 78 donations and 18 deferrals
 - i. Special Committee
 - i. Public Safety Committee – Sarah Newell – No Report
 - ii. A. Jane Morton-Adam McLachlan – There are 7 candidates and the committee will be meeting sometime next week.
- VI. Old Business

RFI #24 2015-2016: Assigned to Salary and Employee Benefits

Now that marriage is equally available to all, please discontinue the highly discriminatory practice of allowing same sex domestic partners to gain benefits that are not available to opposite sex domestic partners.

Response from Kate Stoss, HR, May 13, 2016:

Human Resources is reviewing how other universities are handling same sex/domestic partner benefits and gathering input from a number of constituencies across campus prior to making any decisions about our program at Ball State.

10/4/16: Response from Kate Stoss, HR: I do not have an update at this time.

10/20/16: Response from Kate Stoss, HR: I do not have an update at this time.

11/17/16: Response from Kate Stoss, HR: I do not have an update at this time.

12/15/16: Response from Kate Stoss, HR: I do not have an update at this time.

1/19/17: Response from Kate Stoss, HR: I do not have an update at this time.

2/3/17 Update: Board of Trustees approve the recommendation to discontinue benefits for Same-Sex Domestic partners as of July 1, 2017.

Motion to resolve made by Nikki Sherfy and seconded by Michelle Jones. Motion passes.

RFI #1 2016-2017: Assigned to Staff Council President

With the new Kronos system, an employee has the ability to clock out in 15 minute increments. I am asking that the Handbook for Nonexempt Staff Personnel, paragraphs 4.1.7 Paid Sick Leave and 4.1.8 Vacation, be changed to allow 15 minute increments. This would be a simple change and there would be no need for Board approval since an employee would already have the time allocated to be used.

7/6/2016 Question has been submitted to Human Resources.

10/3/2016 Update: Kate scheduled a meeting to discuss this question but it was canceled. Awaiting response from Kate Stoss, HR.

10/20/2016 Update: Kate Stoss is revising the employee handbook, she intends to cover these concerns.

11/20/2016 Update: Kate Stoss sent revisions to Kevin Kenyon and Bernie Hannon for approval.

12/15/2016 Update: Sarah Newell will send a request to get an official confirmation that the paid time off is available to use in 15 minute increments.

1/19/17 Update: No update

2/16/17 Update: No update

RFI #2 2016- 2017: Assigned to Research Committee

I learned today in a kronos time keeping meeting that it is an HR policy that non-exempt staff cannot use their lunch hour at the beginning or end of their shift. I have been here for 16 years and honestly never knew this. We have been hearing from Shana Rogers that if your supervisor approves flexibility in your work shift then that won't change. To be able to use your lunch hour at the beginning or end of your shift is a huge benefit. You use much less vacation or sick time and are at work more. This encourages a wellness environment, a balance between work and life/home, and is less stressful when trying to make appointments or take care of family life issues. Why does it matter if one day we work 8-4 or 9-5 as long as we get our hours in for the day, our supervisor approves it and our office is covered? Shana said in the meeting I attended that this is a BSU policy not an FLSA policy. Therefore, if it is a BSU policy then it can be changed. It seems counterproductive to add a layer of bureaucracy on top of federal overtime laws. I am requesting that the policy for the lunch period be changed to allow staff members to take their lunch hour whenever they need to with the approval of their supervisor. This is an antiquated policy that doesn't fit in today's modern times of companies offering flexible work shifts for their employees.

10/20/16 Update: Department of Labor doesn't require a lunch or coffee break be provided by the employer. Employers do not have to provide a lunch period. The policy in the handbook is in the best interest of the employee. Please refer to the supervisor and work out any changes in the scheduled breaks.

With the new information, motion to resolve by Robert Weller and seconded by Melissa Perry.

Kurt Noel started discussions that this information isn't currently presented this way in the handbook. Kate Stoss is going to work with her team and amend the information to ensure language is updated in the handbook. This RFI will remain open until changes are made.

11/17/2016 Update:

The policy will not be changed to allow a Staff member to work an 8 hour day without a lunch period. While neither state nor federal wage and hours laws mandate lunch periods it is in the best interest of the employee and employer to allow employees a lunch period. Staff are not permitted to work an 8-hour day without at least a 30-minute lunch period preceded and followed by an extended work period. The handbook will be updated to clarify that a Staff member may shorten their lunch hour to no less than 30 minutes and they may use that remaining time at the beginning or end of their shift. Changes to an employee's schedule must be approved by the employee's supervisor.

2/2/2017 Update: This RFI is in the process of being adopted to the Employee Handbook. It will remain open until then.

RFI # 18 2016-2017

Now that full rights and responsibilities of marriage are freely available to all Americans, please remove the phrase "same sex domestic partner" from all Ball State University benefit documents. We want our university to be progressive and at the forefront of acceptance of this new paradigm and not mired in the thinking of yesteryear. Please be sure to "grandfather" all BSU employees and others who are currently receiving benefits under the old system so that no one loses their coverage due to this change.

12/15/2016 Update: Staff Council has submitted RFI to HR and is awaiting a response.

1/19/2017 Update: No update at this time.

2/3/17 Update: Board of Trustees approve the recommendation to discontinue benefits for Same-Sex Domestic partners as of July 1, 2017.

Motion to resolve was made by Cindy Dillingham and seconded by Cheryl Simpkins. Motion passes.

RFI # 19 2016-2017

Why are staff/faculty members allowed to purchase a handicap pass and park in either a handicap parking space or if they choose to park in a slot that is not marked as handicapped. Does this not fall under the double dipping rule parking services likes to so acutely point out. There are always handicap spaces open on the circle drive running along North Quad, Burkhardt, and the Administration Building open but many times the regular paid for spots are full. After checking some of the stickers on the cars where I normally park I found several with handicap stickers parked in non-handicapped spaces taking up spaces that are for a non-handicap paying individual. I cannot nor would I park in a handicap spot but should it not work in reverse as well. It is not fair that there is a limited number of open spaces for non-handicapped drivers that are filled with those who have a handicap BSU sticker. That leaves the rest of us to park in the yellow lot behind West Quad when we also paid for a spot on the circle drive. Please explain why this is being allowed. I would not complain if the handicap spaces were full but they are not.

12/12/16 Response from Nancy Wray, Parking Services: In regard to the most recent RFI concerning handicapped parking, Parking Services will begin a study of handicapped parking space availability and usage

along and through Campus Drive. Pending results of space usage, we will evaluate the relocation of the handicapped parking so that they are utilized as efficiently as possible. We may not be able to relocate spaces immediately as it will depend upon the weather during this time of year.

1/19/17 Response from Nancy Wray, Parking Services: We are going to be moving a couple of handicapped signs from the far east end of R11 down to between the Ad. Bldg and Lucina as soon as we can get a locate out for the posts.

2/14/17 Update: The RFI will remain open until more clarification on the adjustment to handicap spaces is resolved.

VII. New Business

RFI # 21 2016-2017

I don't know if there is anything that can be done about the paper towels and/or toilet paper that the University uses. The paper towels are literally crap! They do not absorb anything, not to mention, they jamb in the dispensers ALL the time! The toilet paper is 1 ply sandpaper. You have to use double the paper to get the coverage needed. Surely the quantity of these products that Ball State uses, they could get some kind of a deal for better quality!

2/14/17 Update: This RFI has been forwarded to Brenda Griffey, Superintendent of Building Services. We are awaiting a reply.

2/15/17 Update from Brenda Griffey, Superintendent of Building Services: The university reviews new dispensers and products on a continuing basis and makes decisions based on several aspects such as price, quality, green initiative and the labor involved in making the change. Making a change in an organization as large as Ball State is not easily done. For instance, when we changed to Deb foam soap a few years ago it took two carpenters dedicated to changing out dispensers about a month to change all of the soap dispensers. After the dispensers were changed it took 2 painters about 2 months to paint around all the dispensers since they were not identical in size to the old dispensers and you could see an older color of paint around them. To this day not every single soap dispenser has been painted around because the painters have needed to complete other work as well.

In response to the question about paper towel dispensers I have been reviewing different dispensers for several years but have not found one that would be a significant improvement to the ones we currently have when you balance all the criteria such as price, quality, green initiative and the labor to replace them. Unfortunately, when thousands of people are pulling paper from a dispenser all dispensers wear out and need to be replaced periodically. Work control tracks all the calls that come in and whenever we have a dispenser that frequently jams we write a work order to the carpenters to get it replaced.

In response to the question about toilet paper it's important to note that the paper we select is the paper used at a growing majority of other public facilities such as the mall and many restaurants. With Ball State's negotiated lower pricing it's still going to cost 72.063105 cents more for 2000' of 2 ply than it will cost for 2000'

feet on a jumbo roll. That doesn't sound like a lot of money but when you consider that the majority of stalls go through at least 1 ½ jumbo rolls a day, 5 days a week it makes a big difference. Also to consider is that when we changed to jumbo rolls in many locations theft stopped. Theft was very significant 5 years ago when you might come in to work and find that every single dispenser in BL or occasionally another building might not have a single roll in the stall although it had been filled by the 3rd shift custodians. We supplied many student apartments and many trees along Riverside were decorated with toilet paper from our budget. Another critical factor is that it takes 5.27704485 rolls of the 2 ply to equal the 2000 feet that is on one roll of the jumbo paper and jumbo dispensers hold 2 jumbo rolls. The buildings are cleaned on 3rd shift and there are only 7 custodians on the day shift to address all the emergency needs, re-clean canteen areas and entrances and to restock restrooms once a day. Each stall uses an average of 1 ½ rolls of jumbo paper a day which would mean each stall might need 7 rolls of 2-ply if we changed to that. There is no way I would be able to keep the paper stocked with my current staffing levels and I don't think they are increasing anyone's staffing..... It's surprising how many things there are to consider. Simple changes are not really simple.

Motion to resolve made by Melissa Perry and seconded by Tamara Edwards. Motion passes.

RFI # 22 2016-2017

What has happened to the customer service in the benefits office? I have done everything the way the university has asked. When we switched to Medco we were told in open enrollment meetings that we would not have to substantiate any of our 90 day prescriptions because this would be done automatically between Anthem and Medco/Express Scripts. I just received an email from Anthem that said my flex card has been deactivated because I didn't provide substantiation for a prescription that was just over \$2. I am using the generic because we were told the university would save money. I am using 90 day scripts because this is also supposed to save money. I have been using this same prescription for several years. I am on the same plan that I have been on for several years. This is the high deductible wellness plan. So, what is the problem? I asked someone in the benefits office to talk to the flexible spending people at Anthem. They said i need to provide the substantiation. They did NOTHING to help. Why are the people in the benefits office there if they refuse to help us? Really, what is their purpose if they aren't going to provide any customer service? A few years ago the people in that office were great. I've noticed those nice helpful people are gone. What happened? I want to know why we have to substantiate prescriptions when Anthem clearly has access to Express Scripts records. I want this policy to be changed. I want better customer service in the benefits office. If the customer service isn't going to improve, there is no reason to have a benefits office.

2/14/17 Update: This RFI was sent to Kate Stoss who forwarded it to Angela Gregory, PHR Manager of Employee Benefits. We are awaiting further information.

RFI # 23 2016-2017

I noticed in the posting for Recreation Weekend Hours for the MLK weekend that the fitness room hours at the Ball Gym Fitness Room were separate, distinct times between Faculty and Staff. Also the times were not equal between these two groups. Per the latest University count, Staff has 3,097 full-time employees and Faculty 1,017 but Faculty were allotted more hours. In the past it has been first come and there has NOT been over-crowding (my preference). Please re-think how you schedule or at least distribute the hours per the ratio of Staff to Faculty.

2/14/17 Update: This RFI has been forwarded to Recreation Services. We are awaiting further information.

2/16/17 Update: According to Jason Adamowicz, there was a typo in the posted information.

Motion to resolve made by Angela Pickett and seconded by Sharon Harper. There was one abstention. Motion passes.

VIII. Announcements

- A. Next meeting will be held on March 16, 2017
- B. Angels for Life Blood Drive Schedule:
March 22/23, 2017
May 24/25, 2017
- C. **Buy One Get One Free (BOGO) Ball State Faculty, Staff, and Alumni:**
Buy one regular adult ticket and get one free. Present BSU ID at the Emens box office to claim. Tickets are available at the Emens box office (temporarily moved to Sursa box office), all Ticketmaster outlets, and charge-by-phone at 800-745-3000 or online at www.ticketmaster.com. Click each show title below for more information on the event including ticket prices. If you have any questions, please call the Emens box office at 765-285-1539.
 - March 16, 2017 – *Sharon Shannon* (Pruis Hall)

A Motion to adjourn was made by Angela Pickett and seconded by Melissa Perry.

Meeting adjourned at 1:25 p.m.

Respectfully submitted,
Melissa Nagle
Staff Council Secretary